

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 300 PERSONNEL	SUPERSEDES: AR 337 (09/09/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 337 STAFF REQUIREMENTS FOR HOME ADDRESS AND TELEPHONE TEMP	EFFECTIVE DATE: 12/17/03

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PURPOSE

To ensure Department Employees have current address and home telephone information on file.

AUTHORITY

NRS 209.131
NRS 613.075
NAC 284.718, 284.726

RESPONSIBILITY

It is the responsibility of each Department employee to provide an emergency telephone number to the designated representative where they can be reached promptly in the event of an emergency.

All Department employees are responsible to maintain current information on file with their work location and the Department Personnel Division.

DEFINITIONS

DEPARTMENT PERSONNEL DIVISION – The Personnel Division within the Nevada Department of Corrections.

DIVISION HEADS – Those individuals responsible for the major divisions of the Department; such as Personnel, EEO/Professional Development, Inmates Services, Fiscal, Inspector Generals Office, Procurement, Accounting, Offender Management, Stores, Medical.

EMERGENCY – Any significant disruption of normal institutional or Departmental procedure caused by riot, escape, fire, natural disaster, employee action, or other serious incident the resolution of which cannot be delayed without creating a breach in security or serious bodily injury or irreparable harm to any person based on medical, dental, or other appropriate life/safety issue.

EMPLOYEE – A person legally holding a position with the Department in the public service as defined in NRS 284.015.

APPLICABILITY

This regulation applies to all classified and unclassified employees of the Department.

PROCEDURES

337.01 REQUIREMENTS

1.1 Employees' must notify the Warden/Division Head or Designee and the Department Personnel Division of their current address and telephone number.

1.2 Employees must notify the Warden/Division Head or Designee and the Department Personnel Division of any change in their address and/or telephone number within 3 working days.

1.3 At the institutions, the Warden or designee must be notified of the employee's current address and telephone number. The institutions shall maintain a current roster that reflects each employee's address and telephone number.

1.4 If an employee does not have a home telephone, the employee must furnish the Warden/Division Head or designee and the Department Personnel Division with information on how the employee can be contacted.

337.02 CONFIDENTIALITY

1.1 Information which relates to an employees telephone number is strictly confidential.

1.2 An employees home address shall be considered confidential.

1.3 Employee information considered confidential shall not be given out to anyone.

1.3.1 Requests for employee information shall be referred to the Department Personnel Division. **(3-4068)**

1.3.2 Department staff who give out Employee information may be held liable for their actions, and could be subjected to disciplinary action.

REFERENCES

ACA Standard 3-4068

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.